

# **Child Care Centre Sleep Supervision Policy and Procedures**

Name of Child Care Centre: Main Square Day Care Centre

Date Policy and Procedures: December 4, 2023

Date Policy and Procedures Updated:

## **Purpose**

Children's sleep and rest play an integral part in a child's well-being and development. The purpose of this policy and procedures described within is to provide staff, students and volunteers with rules and procedures to follow to safeguard children from harm, injury or death while sleeping.

Procedures for monitoring sleeping children reduce the risk of harm or injury so that caregivers can look for and identify signs of distress and implement immediate responses to protect the health and safety of children.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for sleep policies for child care centres.

Note: definitions for terms used throughout this policy are provided in a Glossary at the end of the document.

## **Policy**

### **General**

- All children will be provided with the opportunity to sleep or engage in quiet activities based on their needs.
- Only light, breathable blankets will be used for toddlers.
- All children 18 months and older will be provided time to sleep for a period of no more than two hours each day and will be assigned to a cot.
- Where children are sleeping in a separate sleep room or area, their names will be listed on the 'Monitoring Procedure for Sleep Room' so that staff can immediately identify which children are present in the room/area.

### **Placement of Children for Sleep**

- All children over 18 months of age who sleep will be placed on individual cots for sleep.

### **Consultation with Parents**

- All parents of children who regularly sleep at the child care centre will be advised of the centre's policies and procedures regarding sleep at the time of their child's enrolment and/or any time the policies and procedures are revised, as applicable. This information will be available to parents in the Registration Package and electronically on the child care app (Lillio).

- The staff member will consult with parents about their child's sleeping arrangements at the time of enrolment and at any other appropriate time (e.g. at the parent's request).
- Written documentation will be kept in each child's file to reflect the sleep patterns identified by their parent, and updates to the documentation will be made whenever changes are communicated to the child care centre.
- All sleep arrangements will be communicated to program staff by the Director / Assistant Director doing the enrolment after meeting with the parent/guardian.
- Parents will be advised by the supervising staff of any significant changes in their child's behaviours during sleep and/or sleeping patterns.
- Staff will document their observations of changes in a child's sleep behaviours in the daily written record and the child care app (Lillio) under individual profile notes.
- Any changes in sleep behaviours will result in adjustments being made to the child's supervision during sleep time, where appropriate, based on consultation with the child's parent.
- The amount of sleep time will be recorded on the child care app (Lillio) and is available for the parents to monitor in real time and will also be provided as part of the Daily Summary which will be sent out at 6.00.p.m every day.

### **Direct Visual Checks**

- Direct visual checks during sleep time are performed for **each** child in the Toddler room. (I.e. every child placed for sleep cot) will be conducted to look for indicators of distress or unusual behaviours. Direct visual checks will be documented by staff by Monitoring Procedure for Sleep Room and the child care app (Lillio).
- Direct visual checks are not required for children engaging in quiet activities, but these children will be supervised at all times.
- The frequency of direct visual checks and the steps to complete them will depend on the typical sleep patterns of each child and their age, as identified in the sleep supervision procedures provided in this policy.
- Staff will ensure that all sleep areas have adequate lighting available to conduct the direct visual checks of sleeping children.

### **Additional Policy Statements**

### **Procedures**

<b>Age Group</b>	<b>Frequency of Direct Visual Checks*</b>
<b>Toddler</b>	At least every 30 minutes
<b>Preschool and/or Kindergarten (where applicable)</b>	Not applicable

\* **This is the minimum frequency of direct visual checks.** Should a child have symptoms of illness (e.g. a cold) or if there are other issues or concerns related to the child's health, safety and well-being during sleep, the frequency of direct visual checks must be increased. The individual needs of each child during sleep as identified by the parent and/or the child's physician must be followed at all times.

### **Procedures for Completing Direct Visual Checks**

1. Staff must:
  - i. be physically present beside the child;
  - ii. check each child's general well-being by looking for signs of distress or discomfort including, at a minimum:
    - laboured breathing;
    - changes in skin temperature;
    - changes in lip and/or skin colour;
    - whimpering or crying; and
    - lack of response to touch or voice.
2. Where signs of distress or discomfort are observed, the staff who conducted the direct visual check must attempt to wake the child up. Where no signs of distress or discomfort are observed, proceed to step 3.
  - a) **Where the child wakes up, staff must:**
    - i. attend to the child's needs;
    - ii. separate the child from other children if the child appears to be ill;
    - iii. document the incident in the Monitoring Procedure for Sleep Room and in the child's symptoms of ill health record, where applicable.
  - b) **Where the child does not wake up, staff must immediately:**
    - i. perform appropriate first aid and CPR, if required;
    - ii. inform other staff, students and volunteers in the room of the situation;
    - iii. contact emergency services or, where possible, direct another individual to contact emergency services;
    - iv. separate the child from other children or vice versa if the child appears to be ill;
    - v. inform the Director/designate of the situation; and
    - vi. contact the child's parent;
  - c) **Where the child must be taken home or to the hospital, the Director or designate must immediately:**
    - i. contact the child's parent to inform them of the situation and next steps.
  - d) **Where the child's condition has stabilized, and/or after the child has been taken home and/or to the hospital, the staff who conducted the direct visual**

check and any staff who assisted with responding to the incident must:

- i. follow the serious occurrence policies and procedures, where applicable;
  - ii. document the incident in the daily written record; and
  - iii. document the child's symptoms of illness in the child's records.
3. Staff must:
- i. adjust blankets as needed;
  - ii. ensure the child's head is not covered;
  - iii. ensure there are no other risks of suffocation present;
  - iv. document the date, time and initial each direct visual check on the room's Monitoring Procedure for Sleep Room; and
  - v. verbally inform other staff in the room that the check has been completed, where applicable and possible.

## **Additional Sleep Supervision Procedures**

### **Glossary**

*Direct Visual Check:* A mechanism for monitoring sleeping children whereby an individual is physically present beside a child to look for signs of distress, discomfort or unusual behaviours (e.g. change in skin colour, change in breathing, signs of overheating) and react as required.

*Licensee:* The individual or corporation named on the licence issued by the Ministry of Education responsible for the operation and management of the child care centre.

*Parent:* A person having lawful custody of a child or a person who has demonstrated a settled intention to treat a child as a child of his or her family (all references to parent include legal guardians, but will be referred to as "parent" in the policy).

*Staff (Employee):* An individual employed by the licensee (e.g. program room staff).

Child care app: e.g. Lillio